

**D. Duties of the Contractor- Indiana Veterans' Home, West Lafayette, Indiana**

The contractor shall perform the following housekeeping and janitorial services at IVH in West Lafayette, Indiana. All services will be provided on seven (7) cleaning per week unless otherwise noted. Contractor shall instruct its employees in the proper handling of biohazards, as they may be found at IVH and shall be responsible for the appropriate clean-up and disposal.

**CLINICAL**

**Office Areas/ Exam Rooms/ Nurses Stations**

Empty waste containers and put in new liner as needed, daily  
Dust mop and spot mop all hard surface flooring, daily  
Vacuum carpet, daily  
Dust desks, tables & files, daily  
Wipe off exposed countertop areas with disinfectant, daily  
Spot clean glass on entrance doors and sidelights, daily  
Wash and polish all sinks, daily  
Spot clean all doors to remove prints, wall and areas sound light switches, daily  
Dust all horizontal surfaces, weekly  
Dust TV shelves, Deep clean once a week  
Damp wipe or dust all furniture including legs & sides, weekly  
Move and vacuum under and behind waiting room furniture, weekly  
Clean kick plates on doors, weekly  
Dust windowsills, Twice Weekly  
Dust Venetian blinds, Weekly  
Dust baseboards, weekly  
Vacuum grills and diffusers, Weekly  
Burnish hard surface floors, As requested by occupant  
Top scrub and recoat hard surface floors, monthly or as needed

**Labs/ Storage/ Equipment/ Bio Hazard**

Empty all trash receptacles and replace liners, daily  
Dust mop all hard surface floors, daily  
Spot mop all hard surface floors, daily  
Spot clean all horizontal and vertical surfaces, weekly  
Dust all horizontal surfaces, weekly  
Vacuum grills and diffusers, Weekly  
Burnish hard surface floors, as needed  
Top scrub and recoat hard surface floors, Monthly as needed

**Restrooms**

Clean and sanitize all restrooms fixtures, daily  
Restock all dispensers, daily  
Wash, sanitize and polish dry sinks, daily  
Wash and dry all counters, daily

Wash and sanitize commodes and urinals, daily  
Wipe off and polish all chrome/metal work, daily  
Spot clean partitions, daily  
Clean and polish mirrors, daily  
Spot clean doors and spot clean walls, daily  
Dust all horizontal surfaces, daily  
Clean kick plates on doors, weekly  
Wash partitions, Daily  
Vacuum grills and diffusers, Weekly  
Scrub hard surface floors, monthly  
Hand wash down walls, Weekly on deep clean day or as needed  
Top scrub and recoat hard surface floors, Monthly

### **COMMON AREAS**

#### **Lobby**

*all daily duties done twice daily if needed*

Wash door glass and spot clean all other glass, daily  
Sweep and damp wipe thresholds, daily  
Dust all horizontal surfaces, daily  
Dust mop and damp mop hard surface areas, daily  
Vacuum all carpet, daily  
Empty trash receptacles, daily  
Spot clean walls, daily  
Dust baseboards, weekly  
Clean kick plates on doors, weekly  
Dust Venetian blinds, monthly  
Vacuum grills and diffusers, monthly

#### **Resident's Area (Excluding Lincoln)**

**Please see attached cleaning specifications check sheet for daily and deep cleaning.**

Spot Clean living areas and furnishings, twice daily  
Spot clean public and resident activity areas, deep clean daily  
Deep Clean living areas and furnishings, weekly (touch everything in rooms)  
Deep Clean public and resident activity areas, weekly (touch everything)

#### **Stairways**

Sweep and vacuum, 3 times weekly  
Damp mop all vinyl and concrete floors, 3 times weekly  
Wipe down rails, weekly  
Dust all horizontal surfaces, weekly

#### **Elevators**

Vacuum, daily  
Polish elevator inside and out, daily

Dust all horizontal surfaces, daily  
Vacuum elevator tracks, daily  
Spot clean walls, daily  
Scrub floors, monthly

### **Exterior**

Empty trash containers by entryway, daily

### **Additional Services**

#### Lincoln

Clean all Lincoln Rooms, weekly  
Clean Lincoln Common Areas, daily

#### VA Clinic

Clean VA Clinic – Monday thru Friday  
Top scrub VA Offices/Rooms, quarterly  
Clean all motel rooms as needed  
Clean Bus Stations – Tuesday thru Thursday  
Clean Chapel – Fridays  
Clean Commissary Office & restrooms, every other week  
Clean Maintenance Shop Office & restroom, every other week  
Patient Rooms – clean pink and blue mats, daily  
Patient Rooms – change out skid rugs as needed  
QA report – Check for ripped or stained chairs, every Tuesday  
Clean bugs out of lights, as needed  
Clean tables, during summertime in front of Pyle Bldg, as needed  
Clean exterior windows of Pyle, ground level, annually

### **Additional Information**

Contractor will provide all necessary chemicals and equipment to complete the above listed services. All paper products, trash liners and soap will be provided by Indiana Veterans Home or purchased by the Contractor and billed to Indiana Veterans Home.

Contractor will provide a certificate of Insurance to Indiana Veterans Home. Management personnel of Contractor to ensure a consistent quality of service and will inspect the Indiana Veterans Home on a regular basis.

